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15 JAN 1973

IMAGERY ANALYSIS SERVICE

PRODUCTION BOARD MEETING

Wednesday, 17 January 1973 - 1415

25X1A

MEMBERS PRESENT



INAUGURAL HOLIDAY

Tomorrow afternoon has been declared a holiday. Regular holiday procedures will prevail for pay purposes. The cafeteria will close at 1100.

ADP TEAM

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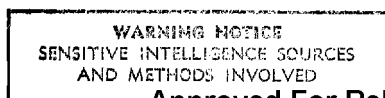
[] announced the team is working on more extensive use of NPIC's private files program for additional ADP applications in IAS. [] will review status of private files and answer questions at a meeting for the ADP team on 22 January. An additional briefing may be presented to other division personnel if it appears that the information would be beneficial to them.

MAINTENANCE OF CRT IN MSD AREA

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There has been some question about the responsibility for maintenance of the CRT located in MSD area. To avoid future misunderstandings, Mr. [] is assigned responsibility for keeping it in good operating condition and should be contacted when problems occur.

* Observers.



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BASIC REPORTING PROGRAM

Messrs. Allen and [] met with [] IRS, on 8 January to discuss the extent of IAS participation in the basic reporting program. The position taken was that reported in Production Board Minutes of 15 December 1972. [] was satisfied with this.

Mr. Allen will draft a memo to [] Chief, IRS, explaining IAS' position.

PRELIMINARY ASSESSMENT

[] reported film delivery dates and indicated the preliminary assessment will be done on Tuesday morning.

X-Y'S IN GRAPHIC REQUESTS

The PSS people continue to check X-Y errors in Langley requests for graphics. Since [] last report, there was a low percentage of errors in requests received. He will continue to monitor these requests.

EXECUTIVE MAG CARD TYPEWRITERS

Proposal to replace present Mag card typewriters with executive machines was forwarded to DDI Planning Staff for approval. Delivery of the machines should be within three months after the order is submitted to IBM.

DDP REPORT EVALUATION

[] reported a good response from the divisions on the evaluations of CS reports. He has drafted a response to DDP, summarizing the results following the established procedures, for the CS reports reviewed during the December-January period.

240 LIGHT TABLES

[] announced that those tables recently received in the building did not pass initial checkout. There may be a delay, therefore, before delivery is made to IAS.

RECORDING ASSESSMENT/ASSIMILATION TIME

[] noted that the time spent on the assessment and assimilation of SR-71 photography is being recorded separately from that spent on other aircraft systems photography. This reporting method causes problems. He therefore suggested IAS consider keeping all aircraft mission

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assessment and assimilation time under one project or do away with it entirely. [] suggested a decision be deferred until he has an opportunity to discuss all alternatives with []. The members agreed. They were asked to think about it also and be prepared to discuss it at the next meeting.

IAS FILES

In this year's Five-Year Plan the DDI has listed as an objective the requirement that all offices reduce their files by ten percent. For IAS to identify ways to reduce its files, we need types of information that presently are not available from the annual survey done by Records Management personnel. [] suggested that our annual survey be modified to include these new types of information.

[] is to work with the IAS Records Management Officer and the Special Assistant to identify exactly what types of additional information will be needed and how IAS might best reduce its present volume of files.

LUNCHEON

[] requested IAS consider establishing a policy concerning payment for luncheons of []. After a short discussion the Acting Director approved payment on a case by case basis. The Chief, Administrative Staff, will provide the funds but he must have list of participants and a receipt.

MIDCAREER COURSE

[] proposed to the Chairman, Professional Development Panel, that the DDI seek two additional slots in order to accommodate each of the operational components of the DDI.

EQUIPMENT FUNDS FOR FY 73

Members were advised that the IAS funds for equipment must be obligated by March. Members must present their justified needs to [] by then if they want their requests to receive consideration for purchase during this fiscal year.

TRANSFER TO FMSAC

[] request for transfer has been endorsed by IAS and forwarded to FMSAC.

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Correction to page 2 of PB-M-209

ZOOM 240 MICROSCOPES

STATINTL

announced that the first 20 240s have been received from B&L and are undergoing acceptance tests in PSS/MPS.

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